



MEMO

TO: Budget Advisory Committee
FROM: Joe Sawyer, City Manager
DATE: January 24, 2005
**SUBJECT: Instructions to the Citizens
Budget Advisory Committee**

At the January 18th, 2005 regular city council meeting, the city council approved the following “formal charge” for the Citizens Budget Advisory Committee:

Current economic projections indicate that the city revenues will increase at a lower rate than expenditures if current services and delivery methods remain unchanged.

The Citizens Budget Advisory Committee shall study policy options and recommend potential alternatives to confront the deficit.

As Phase I of this charge, the committee is requested to;

1. Develop, distribute, and tabulate a Community Perceptions and Opinions Survey to all registered voters of the city.
2. Attend a presentation by Alex Allie (City Manager – Huntington Woods) on the Huntington Woods Ad Hoc Operational and Financial Analysis Committee.
3. Attend presentations by the Corunna City Manager and staff on financial trends facing the city, small cities comparable information, and the city’s operational financial structure.

The city shall provide necessary resources to the committee including personnel, data, meeting space and outside consultants. The city council must approve consultant contracts. The Corunna City Council has approved expenses associated with production and direct mailing of the Community Perceptions and Opinions Survey to all registered voters of the city.

The committee shall be governed as all standing city boards, commissions and committees, although the city council will make no formal membership appointments for Phase I activities. Residents are encouraged to participate in Phase I freely and without obligation. The committee may break into sub-committees to complete separate review areas as necessary.

The committee shall prepare a report outlining the results of the Community Perceptions and Opinions Survey. This report shall be completed within two months from the date of its first meeting, unless an extension is requested and granted. The committee may also make recommendations for Phase II activities, content, timeline, commitment and membership.

All committee reports should be adopted and signed by the committee, with minority opinions, if any, included.

After the completion of Phase I, council will provide additional instructions and guidance for Phase II activities and expectations. Council will also at this point make formal appointments to the committee.

Enclosed is a “Draft” copy of the Community Perceptions and Opinions Survey. It is hoped that this “Draft” can be finalized at the first meeting of the committee. Please review the survey prior to the first meeting (yet to be scheduled).